



## BOARD FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS

2535 Capitol Oaks Drive, Suite 300, Sacramento, CA 95833-2944  
 (916) 263-2222 Facsimile: (916) 263-2246  
 www.dca.ca.gov/pels



## STRUCTURAL ENGINEER ENGAGEMENT RECORD AND REFERENCE FORM

This form must be submitted for each engagement claimed as qualifying experience. "SEE ATTACHED" and Resumes are not acceptable in lieu of this form. *This form must be typed or it will be returned to the applicant.*

This form is due in the Board Office Postmarked by the Final Filing Date of \_\_\_\_\_

Failure to return a complete application by the final filing date will result in the Applicant not being eligible to take the current examination.

### PART A – MUST BE TYPED AND COMPLETED BY APPLICANT

1. NAME: Last		First		Middle	
2. Street Address		City	State	Zip Code	Country
<b>For ID Purposes Only</b>		4. Phone, with Area Code and Extension			
3. Date of Birth(mm/dd/yy):    /    /		Home:		Business:	
ENGAGEMENT NO.	DATES (mo/day/year)	TOTAL TIME WORKED (FOR THIS ENGAGEMENT) months	COMPANY NAME:		
			ADDRESS:		
			APPLICANT TITLE		
	From:	QUALIFYING EXPERIENCE**  months	SUPERVISOR'S NAME		
	To:		SUPERVISOR'S PHONE NUMBER (    )		
If reference is other than the person who was your supervisor, you must indicate below the professional relationship of the person you have chosen as your reference for this engagement. See Engagement Record and Reference Form Instructions for more information. <input type="checkbox"/> Co-Worker <input type="checkbox"/> Client <input type="checkbox"/> Other (indicate relationship) _____					
SUMMARY OF ENGAGEMENT: You must include as much information as possible <u>on this form</u> before using additional sheets. <b>"See attached" in this section is not acceptable.</b> Generally describe projects worked on, tasks performed, technical decisions made, and level of responsibility.					

\*\* Qualifying experience claimed for this Engagement is defined as acceptable professional practice in structural engineering for buildings or other structures. Qualifying experience also includes professional level employment performing the checking of structural engineering plans and calculations performed under the immediate supervision of a structural engineer licensed in this state or a structural engineer licensed in a state that has a comity agreement with the State of California.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_ Year \_\_\_\_\_

Optional: e-mail address \_\_\_\_\_

**PART B: TO BE COMPLETED BY REFERENCE FOR: \_\_\_\_\_**

(PART B OF THIS FORM DOES **NOT** NEED TO BE TYPED)

You, as the reference, may request additional experience information from the applicant including the Board's licensing requirements (on the Internet at <http://www.dca.ca.gov/pels>). You must personally complete, sign, seal, and return this form to the applicant in the envelope provided by the applicant.

NAME: \_\_\_\_\_

CE NO.: \_\_\_\_\_ STATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE EXPIRES: \_\_\_\_\_

\_\_\_\_\_

SE NO.: \_\_\_\_\_

DATE OF INITIAL LICENSURE: \_\_\_\_\_

WORK PHONE NO.: (\_\_\_\_\_) \_\_\_\_\_

DATE EXPIRES: \_\_\_\_\_

Your job title at the time you supervised/knew applicant: \_\_\_\_\_

Your current job title and company affiliation: \_\_\_\_\_

1. Do you agree with the applicant's qualifying structural engineering work for the period claimed?

If NO, please explain in REMARKS section.

☐ Yes

☐ No\*

2. Does the information presented in the Summary of Engagement on Part A of this form accurately reflect the applicant's experience?

If NO, please explain in REMARKS section.

☐ Yes

☐ No\*

3. Have you personally observed the applicants work? ☐ Yes

☐ No\* If NO, please explain in REMARKS section.

4. Are you related to Applicant by blood, marriage or adoption? ☐ Yes\* If YES, please explain in REMARKS section.

☐ No

5. From PERSONAL KNOWLEDGE I verify that the applicant has the appropriate structural design or plan checking experience in the following:

ACTIVITY

Check only those areas that apply

a. Common Construction Materials:

WOOD ☐  
STEEL ☐  
MASONRY ☐  
CONCRETE ☐

b. Lateral Forces:

WIND ☐  
SEISMIC ☐

c. Framing Systems ☐

d. Foundation Systems ☐

e. Application of Building Codes ☐

f. Multi-story buildings or  
Equivalent Multi-level structures ☐

PLEASE AFFIX YOUR STRUCTURAL  
ENGINEERING SEAL BELOW:

6. Do you believe that the applicant has adequate experience and the technical ability to design and analyze structural components and structural systems, and thus, use the title "Structural Engineer"? ☐ YES ☐ NO ☐ DON'T KNOW

If NO or DON'T KNOW, explain in REMARKS section.

\* REMARKS: (Continue on additional sheets if needed)

**I CERTIFY UNDER PENALTY OF PERJURY THAT I HAVE PERSONAL KNOWLEDGE OF THE APPLICANTS WORK AND THAT THE FOREGOING STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
SIGNATURE OF REFERENCE

\_\_\_\_\_  
DATE